



**Arizona Code of Judicial Administration  
(AJCA) § 1-108 and § 1-302**

**For Judicial Education In Arizona**



### **January 2021 Edition**

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# **Arizona Code of Judicial Administration**

## **§ 1-108**

**Committee on Judicial Education and Training**

**Judicial College of Arizona**

**Committee of Probation Education**

**Judicial Staff Education Committee**

**Court Leadership Institute of Arizona**

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 1: Judicial Branch Administration**  
**Chapter 1: Leadership**  
**Section 1-108: Committee on Judicial Education and Training**

**A. Definitions.** In this section, unless otherwise specified, the following definitions apply:

“Faculty” means an individual who plans, prepares and presents an education program, including those who serve as moderator or coordinator of a panel, and individuals who perform one-on-one training activities where measurable educational outcomes are achieved and pre-planning occurs.

“Faculty skill development” means a training program designed to foster quality adult education in Arizona courts, build a network of trainers at all levels of the judiciary, bring educational opportunities to the local level and promote effective use of educational resources.

“Judicial education” means continuing professional education for judges, probation and court personnel.

“Standards” means the educational policies adopted by the supreme court that apply to all full-time and part-time judges, probation officers and court personnel.

**B. Committee on Judicial Education and Training.** The Committee on Judicial Education and Training (COJET) is a standing committee of the Arizona Judicial Council (AJC). The committee assists the council in carrying out its concerns for maintaining judicial competence throughout the state court system by developing and implementing educational policies and standards for the court system, monitoring the quality of educational programs, recommending changes in policies and standards and approving guidelines for accrediting training programs.

**C. Membership.** COJET shall include the following members:

1. One supreme court justice or court of appeals judge;
2. Two superior court judges, one representing urban courts, the other representing rural courts;
3. One justice of the peace and one municipal court judge, one to be a lawyer, the other to be a non-lawyer;
4. The AOC administrative director or deputy director;
5. One superior court administrator;

6. One chief adult probation officer and one juvenile court director, one of whom must be from an urban court and the other from a rural court;
7. One superior court clerk;
8. One limited jurisdiction court clerk or administrator;
9. One judicial assistant or training coordinator from an urban court;
10. One court reporter or training coordinator from a rural court;
11. Chairs/deans of all COJET standing advisory committees; and
12. Other members appointed at the discretion of the chief justice.

**D. Terms of Membership.** The chief justice shall appoint members to COJET and its advisory committees for three-year terms. Terms shall be staggered so that approximately one-third of the members shall be subject to replacement or reappointment each year. Upon recommendation of the chair, the chief justice may replace any member absent from two consecutive meetings or who fails to meet the responsibilities of membership.

**E. Responsibilities of Members.** Members of COJET shall participate in the delivery or development of educational programs and evaluate the effectiveness of educational programs.

**F. Organization.** The chief justice may appoint COJET leadership, including a chair and vice chair, as needed to organize COJET affairs. In addition to the standing advisory committees appointed by the chief justice, the chair may create other subcommittees and workgroups as needed to help COJET carry out its responsibilities.

**G. Meetings.** COJET shall meet no less than twice a year. The chair, or upon majority vote of COJET, may call additional meetings. All meetings shall be noticed and open to the public.

**H. Actions.** COJET shall adopt rules for conducting its business. These rules shall prescribe the quorum and majority needed to constitute COJET actions.

**I. Staff.** Under the direction of the chief justice, the administrative office shall provide staff for COJET and shall conduct or coordinate program planning, management projects and research as recommended by COJET.

**J. Standing Committees.** Standing advisory committees shall include:

1. Judicial College of Arizona.
  - a. Purpose. The Judicial College of Arizona (JCA) coordinates, directs and provides education and training for all Arizona trial and appellate judges. The JCA shall:

- (1) Design and implement a judicial education program for judges in Arizona, including curriculum development, program development and delivery, faculty selection and training, written publications, and administration of mentor programs;
  - (2) Develop and implement a comprehensive curriculum for judicial education;
  - (3) Uphold the educational standards established by COJET;
  - (4) Foster participation of judges at all levels of the state court system in JCA activities;
  - (5) Ensure that JCA programming is responsive to the needs of all Arizona judges;
  - (6) Evaluate potential educational programs for inclusion in JCA curricula;
  - (7) Establish methods of delivery of education programs that are most effective, economical and appropriate;
  - (8) Ensure that program faculty are trained to utilize effective and appropriate education methods;
  - (9) Develop a systematic plan for judicial education expansion and refinement;
  - (10) Maintain a forum for communication between JCA planning committees; and
  - (11) Provide information and make recommendations to the supreme court, COJET and AJC regarding judicial education.
- b. Membership. The JCA shall include the following members:
- (1) One supreme court justice;
  - (2) One court of appeals judge;
  - (3) Four superior court judges;
  - (4) Two justices of the peace;
  - (5) Two municipal court judges;
  - (6) One law professor from Arizona State University, University of Arizona, or Phoenix School of Law;
  - (7) One attorney;
  - (8) One member of the public; and
  - (9) Other members appointed at the discretion of the chief justice.
- b. Organization.
- (1) The chief justice shall appoint the dean and associate dean for two-year terms. The dean shall preside over meetings. In the absence of the dean, the associate dean shall preside.
  - (2) JCA shall adopt by-laws and rules of procedure to assist in carrying out its responsibilities.
  - (3) The JCA dean may create subcommittees and workgroups as needed.

## 2. Committee on Probation Education.

- a. Purpose. The Committee on Probation Education (COPE) coordinates, directs and provides oversight for statewide uniform probation education in Arizona. COPE shall:

- (1) Provide educational programs that serve the probation community including Institute for Intensive Probation Supervision, Detention Officer Academy, Defensive Tactics Academy, and Firearms Academy;
  - (2) Develop and implement a comprehensive probation staff education program;
  - (3) Uphold the educational standards established by COJET;
  - (4) Foster participation of probation professionals in probation education;
  - (5) Ensure that COPE programming is responsive to the needs of all probation staff;
  - (6) Evaluate potential educational programs for inclusion in the COPE curriculum;
  - (7) Establish methods of delivery of education programs that are most effective, economical and appropriate;
  - (8) Ensure that program faculty are trained to utilize effective and appropriate education methods;
  - (9) Develop a systematic plan for training probation officers, surveillance officers and detention officers;
  - (10) Maintain a forum for communication between COPE planning committees; and
  - (11) Provide information and make recommendations to the supreme court, COJET, the Committee on Probation, and AJC regarding probation education.
- b. Membership. COPE shall include the following members:
- (1) Eight chief adult probation officers or juvenile court directors;
  - (2) Two superior court judges;
  - (3) Two public members;
  - (4) One member associated with law enforcement training;
  - (5) Two AOC division directors or designees; and
  - (6) Other members appointed at the discretion of the chief justice.
- c. Organization.
- (1) The chief justice shall appoint the chair and vice chair for two-year terms. The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
  - (2) COPE shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.
  - (3) The COPE chair may create subcommittees and workgroups as needed.
3. Judicial Staff Education Committee.
- a. Purpose. The Judicial Staff Education Committee (JSEC) works with training coordinators statewide to assist in coordinating, directing and providing education and training for all judicial staff. JSEC shall:
- (1) Develop and implement a comprehensive curriculum for judicial staff education;
  - (2) Uphold the educational standards established by the supreme court;
  - (3) Foster participation of judicial staff in education programs at all levels of the state court system;

- (4) Ensure that JSEC programming is responsive to the needs of all judicial staff;
  - (5) Evaluate potential educational programs for inclusion in JSEC curriculum;
  - (6) Establish methods of delivery of education programs that are most effective, economical and appropriate;
  - (7) Ensure that program faculty are trained to utilize effective and appropriate education methods;
  - (8) Develop a systematic plan for judicial staff education expansion and refinement; and
  - (9) Provide information and make recommendations to the supreme court, COJET, and AJC regarding judicial staff education.
- b. Membership. JSEC shall include members from each of the categories listed below. Individual members shall represent at least one, but not more than two, of the categories listed below:
- (1) Support staff;
  - (2) Bailiff;
  - (3) Court interpreter;
  - (4) Court reporter;
  - (5) AOC Information Technology Division;
  - (6) AOC Court Services Division;
  - (7) Court manager;
  - (8) Security officer or court security personnel;
  - (9) Appellate jurisdiction;
  - (10) General jurisdiction judicial assistant;
  - (11) General jurisdiction court clerk;
  - (12) General jurisdiction court administrator;
  - (13) Limited jurisdiction court clerk;
  - (14) Limited jurisdiction chief court clerk or court administrator;
  - (15) Training coordinator representing general jurisdiction courts;
  - (16) Training coordinator representing limited jurisdiction courts;
  - (17) Regional training committees;
  - (18) Members of the public; and
  - (19) Others at the discretion of the chief justice.
- c. Organization.
- (1) The chief justice shall appoint the chair and vice chair for two-year terms.
  - (2) The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
  - (3) JSEC shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.
  - (4) The JSEC chair may create subcommittees and workgroups as needed.



4. Court Leadership Institute of Arizona.

a. Purpose. The Court Leadership Institute of Arizona (CLIA) coordinates, directs and provides oversight for court management and leadership education in Arizona. CLIA shall:

- (1) Provide meaningful, comprehensive management and leadership programs for current and future court leaders;
- (2) Design programs specifically for supervisors, project managers, program managers, court administrators, clerks of court, judges with administrative duties, probation managers and other executive-level court administrators;
- (3) Ensure that leadership education programs are accessible to all of the Arizona Judiciary and address the court community's educational needs;
- (4) Develop and monitor a program of study promoting sound management and leadership principles;
- (5) Recommend policies and procedures related to education standards for court leadership, including curriculum development, program content, faculty selection and training and ensure programs align with supreme court standards and strategic agenda;
- (6) Provide policy direction regarding partnerships with educational agencies, inclusion of educational programs into the CLIA curriculum and program delivery methods; and
- (7) Provide information and make recommendations to the supreme court, COJET, and AJC regarding leadership and management education.

b. Membership. CLIA shall include members from each of the categories listed below. Individual members shall represent at least one, but not more than two, of the categories listed below:

- (1) AOC staff;
- (2) Appellate judge;
- (3) Superior court administrator;
- (4) Limited jurisdiction court administrator;
- (5) General jurisdiction court manager;
- (6) Limited jurisdiction court manager;
- (7) Limited jurisdiction judge representing urban courts;
- (8) Limited jurisdiction judge representing rural courts;
- (9) General jurisdiction judge representing urban courts;
- (10) General jurisdiction judge representing rural courts;
- (11) Clerk of the court;
- (12) Adult probation administrator representing urban courts;
- (13) Adult probation administrator representing rural courts;
- (14) Juvenile probation administrator representing urban courts;
- (15) Juvenile probation administrator representing rural courts;
- (16) Juvenile detention administrator;
- (17) Academic/education agency;

- (18) The general public; and
  - (19) Others at the discretion of the chief justice.
- c. Organization.
- (1) The chief justice shall appoint the chair and vice chair for two-year terms. The chair shall preside over all meetings. In the absence of the chair, the vice chair shall preside.
  - (2) CLIA shall adopt by-laws and rules of procedures to assist in carrying out its responsibilities.
  - (3) The CLIA chair may create subcommittees and workgroups as needed.

*Adopted by Administrative Order 2006-119, effective January 1, 2007. Amended by Administrative Order 2011-39, effective March 30, 2011. Amended by Administrative Order 2019-148, effective November 27, 2019.*

**Arizona Code of Judicial Administration**

**§ 1-302**

**Education and Training**

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 1: Judicial Branch Administration**  
**Chapter 3: Judicial Officers and Employees**  
**Section 1-302: Education and Training**

**A. Definitions.** In this section, the following definitions apply:

“Accredited Sponsor” means an individual or organization that has been granted status to accredit their programs by the Committee on Judicial Education and Training (COJET).

“Computer security/network security training” means training addressing measures that strengthen the security of the Arizona judiciary’s data, systems and network to protect confidentiality, integrity and availability of information.

“Continuing education” means training or education that leads to improved job-related skills, knowledge or abilities, or specialized skills that enhance the ability to perform job functions.

“County training coordinator” means the local training coordinator designated in each county.

“Credit hour” means an increment of continuing education determined by COJET to constitute one credit toward COJET requirements. In most instances, 60 minutes of education equals one credit hour.

“Education Services” means the division of the Administrative Office of the Courts (AOC) responsible for planning and implementing education for the judiciary.

“Ethics training” means a training session related to appropriate personal behavior in the workplace, codes of conduct, fair treatment in the courts, or avoiding the occurrence or perception of impropriety in carrying out responsibilities.

“Facilitator” means a specifically trained individual who leads local or small group activities that take place as part of a larger program.

“Faculty” means an individual who plans, prepares, and presents an education program. This definition includes individuals who serve as moderator or coordinator of a panel, and individuals who perform pre-planning for one-to-one training activities with measurable educational outcomes.

“Hearing officer, paid,” means an individual paid by the court to serve as a civil traffic or small claims hearing officer.

“Hearing officer, volunteer” means an individual who serves voluntarily as civil traffic or small claims hearing officer.



“Judicial education” means continuing professional education for judges, probation and court personnel.

“Judge” means any person who is authorized to perform judicial functions within the Arizona judiciary, including a justice or judge of a court of record, a justice of the peace, magistrate, water master, court commissioner, referee or pro tempore judge.

“Live training” means training or education provided by one or more faculty or facilitators to an individual or a group using real time interaction.

“Local training coordinator” means the person designated in each court or department to coordinate judicial education.

“Non-facilitated learning” means an individual study program conducted without the aid of an instructor, facilitator, or active co-participants.

“On-call” means employees who are available when summoned for service, do not have an established work schedule and whose schedule is on an as-needed basis.

“Orientation” means knowledge, skills and ethics necessary to begin the job.

“Probation personnel” means probation officers, surveillance officers, detention officers, youth supervisors, support staff, and any other staff assigned to probation departments and juvenile courts.

“Program Sponsor” means an individual, group or organization conducting continuing education for COJET credit hours.

**B. Applicability.** This section establishes education standards for all judges, probation and court personnel in Arizona.

**C. Purpose.** The education and training of judicial officers and court employees are necessary to maintain judicial independence and carry out the judicial branch’s obligation to administer justice impartially and competently. The following standards shall ensure that judges and judicial branch employees continually receive education and training necessary to achieve the highest standard of competence, ethical conduct, integrity, professionalism, and accountability.

**D. Organization.**

1. Director of the Administrative Office of the Courts. Under the direction of the supreme court, the administrative director of the AOC shall prepare guidelines for implementing these standards, and shall develop, administer, and coordinate judicial education programs throughout the state. The Committee on Judicial Education and Training (COJET) and Education Services shall assist the director in this effort.

2. Education Services shall:
  - a. Staff COJET and its standing advisory committee meetings;
  - b. Conduct judicial education and faculty development programs;
  - c. Evaluate educational programs;
  - d. Provide guidance to judges and judicial employees in the selection of appropriate educational opportunities;
  - e. Develop a network of trainers throughout the courts; and
  - f. Prepare an annual report on educational activities in the courts.
3. COJET shall oversee all standards, policies and procedures governing accreditation and compliance with judicial education in Arizona.
4. Training coordinators. Each court or department shall designate at least one person as the local training coordinator for continuing judicial education. The training coordinator shall accredit local programs, maintain records of compliance with education standards, provide training opportunities, and coordinate local training programs.

The courts in counties with more than 500,000 people shall have a full-time training department supervised by a qualified employee at the supervisory or higher management level.

5. Faculty shall be selected based on subject matter expertise, faculty training, and creditability.
  - a. Faculty are primarily judges, members of the legal community, and court personnel who have expertise in the curriculum, knowledge of adult education principles, and the ability to prepare and present educational material effectively. Authorities from other disciplines may be used when their expertise aligns with specific program goals.
  - b. Education and training programs shall emphasize the use of modern adult education principles that focus on participative learning. Faculty members shall be familiar with effective teaching techniques based on these principles, including:
    - (1) Creating a dialogue with participants by encouraging their input concerning substantive areas; and
    - (2) Asking participants questions to evaluate their comprehension and learning.

## **E. Program Accreditation.**

1. A program must meet the following requirements to be accredited:
  - a. The program is job-related or relates to the justice system;
  - b. The program constitutes an organized program of learning with significant intellectual or practical content;
  - c. The program is meant to improve job-related professional competencies and skills;
  - d. The program is at least 30 minutes in length or consists of related segments totaling at least 30 minutes of instruction;
  - e. Participants in live training programs are given the opportunity to evaluate program effectiveness;
  - f. Participants receive materials such as handouts, manuals, study guides, flowcharts, or substantial written outlines, except when writing an article or reading and evaluating a book;
  - g. Breaks, non-substantive speeches, and business meetings shall not be accredited; and
  - h. The program sponsor shall keep attendance records for five years and shall forward attendance records, relevant program materials and program evaluations to the party accrediting the program upon request.
2. Accreditation shall be granted in three ways:
  - a. Local programs. Training coordinators shall accredit a program offered locally for employees in their court or division when:
    - (1) Program sponsors submit a proposal with an agenda, duration and other supporting materials if requested by the local training coordinator;
    - (2) Upon conclusion of a program, the program sponsor provides the training coordinator with an agenda, attendee list and compiled participant feedback from evaluations. Handouts and other written materials may also be requested by the local training coordinator; and
    - (3) The local training coordinator determines the program has substantive value.
  - b. Individual employee programs. Training coordinators shall accredit a program attended by an individual when:
    - (1) Prior to the program, and at the discretion of the training coordinator, the individual submits an agenda, duration and other supporting materials;

- (2) Upon conclusion of a program, the employee provides an agenda, outline and other supporting material. Handouts, evaluations or other written materials may also be requested by the local training coordinator; and
    - (3) The training coordinator determines the program has substantive value.
  - c. Regional or statewide programs. COJET, Education Services or accredited sponsors shall accredit a program offered to participants statewide or from a broad geographical or jurisdictional area. County training coordinators or their designee may accredit programs that are countywide or that involve participants from one or more counties. This procedure eliminates the need for each local training coordinator to accredit the same program for individual participants.
- 3. Programs not sponsored by a court. Individuals attending education programs not sponsored by a court may be granted credit hours, with approval from a supervisor and training coordinator, if the program is applicable to their position or fosters court-related career growth.
- 4. Concurrent accreditation. Courses of at least two hours in duration may be accredited for more than one required area, including ethics, core curricula, and computer/network security.
- 5. Non-facilitated learning. With prior approval of a supervisor and prior accreditation by a training coordinator, an individual may engage in non-facilitated learning consisting of one or more of the following:
  - a. Writing articles or other materials beyond the normal scope of the job position;
  - b. Watching video and listening to audio programs; and
  - c. Reading and evaluating a book, not to exceed one-half credit hour for every 30 pages.
- 6. Faculty Credit. COJET recognizes the educational mastery necessary to teach a course and values teaching by judges and court staff. An individual may receive up to eight hours of faculty credit in a calendar year in accordance with the following criteria:
  - a. Credit hours may be granted to faculty at the rate of three-for-one the first time a course is taught and two-for-one the second and each consecutive time that course is taught;
  - b. Credit hours may be granted to a program facilitator at the rate of two-for-one for the time spent facilitating the program;
  - c. Credit hours may be granted for developing curriculum not to exceed four credit hours in a calendar year; and
  - d. Faculty credit for live trainings can be used to meet the live training requirement.



7. College courses relevant to court duties may be accredited at a rate of two credit hours for each college credit hour earned. College courses directly relevant to specific job duties may be accredited for each hour of classroom attendance. Institutions offering courses or individuals taking a course may request accreditation through a written request to their local training coordinator or Education Services accompanied by an agenda, course syllabus, outline and other supporting material as requested by the accrediting body. An individual may receive up to eight credit hours in a calendar year for college courses.
8. Appeals of accreditation decisions. All appeals shall be made in writing no later than December 15 of each calendar year.
  - a. Appeals of local training coordinator accreditation decisions shall be submitted in writing to Education Services. The Education Services Director shall review the request and make a determination within fifteen business days of the request.
  - b. Appeals of Education Services accreditation decisions shall be submitted in writing to the COJET chair in care of the Education Services Director. The COJET chair shall review the request, contact other members of COJET at the chair's discretion, and make a determination within fifteen business days of the request.
9. Sponsor accreditation. Accredited sponsors may accredit programs they sponsor. Any person or organization with five years experience sponsoring judicial education programs may apply or be nominated to be an accredited sponsor by COJET. COJET may condition or terminate sponsor accreditation at any time.
  - a. Application. The typed application shall contain the following information:
    - (1) Whether the applicant is a non-profit organization;
    - (2) The approximate number of courses offered by the applicant in the preceding three years, including the location, subject matter, attendance, total hours of instruction and faculty for courses relating to the judiciary;
    - (3) The approximate percentage of total courses offered by the applicant relating to the judiciary;
    - (4) A description of the experience and qualifications of key faculty involved in courses related to the judiciary;
    - (5) A list of current accreditations or certifications granted by other organizations; and
    - (6) A statement of willingness by the applicant to comply with requirements for program accreditation and verification of attendance.
  - b. Nomination. Members of COJET may nominate an individual or organization to be an accredited sponsor, subject to the approval of the full committee.

## **F. Exemptions.**

1. Permanent exemptions. Temporary or on-call personnel, other than judges and law clerks, are exempt from compliance with the standards unless ordered to participate in judicial education programs by their respective chief judge or presiding judge.
2. Temporary exemptions. Upon request, the chief justice, the chief judge, the presiding judge of the superior court in each county, or their designees may grant exemptions to judges and employees of their court for temporary circumstances, including but not limited to:
  - a. Medical or other physical conditions preventing active participation in educational programs;
  - b. Extended, approved leave of absence;
  - c. Military leave;
  - d. Extended jury duty;
  - e. Temporary medical waivers for defensive tactics courses, in accordance with ACJA § 6-107.
3. Qualifications for temporary exemption. To qualify for an exemption, an employee shall demonstrate a good faith effort to attend training prior to their request. An employee on medical or other leave may also qualify for an exemption from the core curricula and ethics training requirements.

## **G. Reporting Procedures.**

1. Individual compliance reporting. Judges and employees shall file compliance reports with designated training coordinators in accordance with local policies and procedures.
2. Court and department reporting.
  - a. The local training coordinator shall maintain records of compliance for all individuals in their court or department.
  - b. The chief justice, the chief judge, the presiding judge of the superior court in each county, or their designee shall certify compliance, non-compliance, and exemptions by filing consolidated compliance reports for their respective courts or counties each year for the calendar year beginning January 1 and ending December 31.
  - c. The local training coordinator shall submit a report no later than January 31 of each calendar year to Education Services using an approved reporting format. The report shall include:

- (1) The number of compliant individuals;
  - (2) Number of non-compliant individuals, including name, department, reason for non-compliance and completed credit hours;
  - (3) Number of individuals exempt from compliance, including name, department, reason for exemption, completed credit hours, and duration of leave, as appropriate; and
  - (4) Other information as requested by Education Services.
3. County reporting. Education Services shall compile and distribute countywide reports to county superior court presiding judges for approval.
4. Statewide judicial education report. Education Services shall compile county reports into a statewide judicial education report for submission to the chief justice no later than February 28 of each year.

#### **H. General Requirements for Compliance.**

1. All full-time judges and court personnel governed by these standards shall complete at least sixteen credit hours of judicial education each year, including ethics training, computer security/network security training, and six hours of live training.
2. Full-time judges and full-time and part-time court personnel starting employment after January 1, as well as court personnel with a regular part-time schedule shall complete the requirements (including live training, ethics and computer security/network security training) according to a prorated schedule:
  - a. Those starting between January 1 – March 31 or with part-time schedule of between 30 and 39 hours each week shall complete seventy-five percent of the requirements;
  - b. Those starting between April 1 – June 30 or with part-time schedule of between 20 and 29 hours each week shall complete fifty percent of the requirements;
  - c. Those starting between July 1 - September 30 or with a part-time schedule of less than 20 hours each week shall complete twenty-five percent of the requirements; or
  - d. Those starting between October 1 – December 31 shall complete orientation and ethics as appropriate to the job position.
3. Specialized training. Judges, clerks and staff who process Orders of Protection and Injunctions Against Harassment shall attend training on such orders and injunctions on a regular basis.
4. Non-compliance. Judges not meeting requirements and without an exemption are subject to disciplinary action in accordance with the Code of Judicial Conduct. Probation and court personnel not meeting requirements and without an exemption may be subject to disciplinary action by their respective administrative authorities.

## **I. Requirements for Judges.**

1. Educational requirements. Consistent with the Code of Judicial Conduct, judges shall obtain and maintain professional competence through judicial education, spend such time as may reasonably be required to accomplish that purpose, support and assist other judges attending judicial education programs as participants or faculty and, when reasonably able to do so, teach in judicial or legal education programs. Judges shall complete mandatory judicial education including:
  - a. The general requirements specified in subsection (H) or training determined by the chief justice to meet the general requirements;
  - b. Orientation as applicable to their position and jurisdiction;
  - c. Attendance at the annual judicial conference unless excused through a written request approved by the chief justice; and
  - d. Attendance at a program of regional or national scope at least once every three years.
2. Educational standards.
  - a. Judicial education shall address relevant areas such as judicial competence, performance, case management, opinion writing, and administration.
  - b. Judicial education programs are designed to impart knowledge, improve skills and techniques and increase the understanding of judges regarding their responsibilities and their impact on the judicial process, the people involved, and society. Judicial education programs shall include:
    - (1) Orientation for new judges on procedures and functions of the applicable court and relevant procedural and substantive law;
    - (2) Education for new judges on major legal subjects and practical skills needed by them and appropriate to the jurisdiction of the court in which they serve;
    - (3) Periodic educational offerings for all judges on the substantive, procedural, and evidentiary laws of Arizona, the ethics of the profession, United States constitutional law and applicable federal law;
    - (4) Continuing education programs emphasizing new developments in the law and judicial administration, procedural and technological developments in the judicial system, opinion writing, and other programs to enhance the efficiency, abilities, and knowledge of each judge;
    - (5) Advanced and specialized programs; and
    - (6) Bench books, video and audio programs, and other non-facilitated learning opportunities.



3. Appellate court judges.
  - a. Orientation. A new appellate judge shall receive orientation on administrative procedures and operation and procedural and substantive law by an experienced judge of the same court before assuming office or within twelve months after appointment.
  - b. Continuing education. At least every second year the chief judges of the court of appeals shall attend the annual seminar or meeting of the Council of Chief Judges of Courts of Appeals.
4. Superior court judges.
  - a. Orientation. Before assuming office, or within the first twelve months of assuming office, a new superior court judge shall receive orientation by an experienced judge of the superior court and shall complete the orientation requirements for judges of general jurisdiction courts approved by COJET.
  - b. Bench assignment. The presiding judge of the court shall determine if a superior court judge shall attend an approved program before assuming a new assignment in a specialized division. A judge shall complete the specialized dependency-training program approved by COJET prior to or within twelve months of assuming a new assignment involving dependency cases.
5. Judges of limited jurisdiction courts. Before assuming office, or within the first twelve months of assuming office, a new judge of a limited jurisdiction court shall receive orientation by an experienced judge of a limited jurisdiction court and shall begin the orientation program for judges of limited jurisdiction courts approved by COJET. The new judge must successfully complete the orientation program for judges of limited jurisdiction courts approved by COJET within eighteen months of assuming office.
6. Judges pro tempore. Judges pro tempore are officers of the court and have all of the duties and responsibilities of a judge. Proper orientation and continuing education assure that judges pro tempore are provided with information, process descriptions and procedures necessary to fulfill their judicial role. Judges pro tempore shall be subject to the following requirements:
  - a. Superior court judges pro tempore.
    - (1) Full-time superior court judges pro tempore serving the full term allowed by statute shall complete the same requirements as judges of the superior court;
    - (2) Part-time superior court judges pro tempore appointed to serve less than full-time, but serving repeatedly on a regularly scheduled basis, shall:
      - (a) Complete a specialized training program approved by COJET prior to or within the first twelve months of assuming duties; and
      - (b) Complete other training deemed appropriate by the presiding judge of the court.

- (3) On-call judges pro tempore shall complete training deemed appropriate by the presiding judge of the court.
- b. Limited jurisdiction judges pro tempore.
  - (1) All limited jurisdiction judges pro tempore shall receive orientation by an experienced judge of a limited jurisdiction court before assuming duties, unless waived by the presiding judge of the superior court in the respective county.
  - (2) Full-time limited jurisdiction judges pro tempore shall complete the same requirements as limited jurisdiction judges.
  - (3) Part-time limited jurisdiction judges pro tempore shall complete the training approved by COJET before assuming duties.
  - (4) The presiding judge of the superior court in the respective county may require part-time limited jurisdiction court judges pro tempore to complete other training deemed appropriate. Judges pro tempore shall sign an affidavit verifying completion of the required training. The local court shall submit the affidavit to the presiding judge of the superior court in the respective county.
  - (5) The presiding judge of the county may delegate the determination of training needed for on-call judges pro tempore in justice and municipal courts to the municipal or justice court presiding judge.
    - (a) Before assuming duties, a limited jurisdiction court judge pro tempore who serves on an on-call basis must complete training approved by COJET.
    - (b) The presiding judge of the superior court in the respective county may require limited jurisdiction court judges pro tempore who serve on an on-call basis to complete other training deemed appropriate.
    - (c) A judge pro tempore in a limited jurisdiction court shall sign an affidavit verifying completion of the required training. The local court shall submit the affidavit to the presiding judge of the superior court in the respective county.
7. Civil traffic and small claims hearing officers. Hearing officers are officers of the court (A.R.S. §§ 22-506 and 28-1553). Proper orientation and continuing education assure that hearing officers are provided with information, process descriptions and procedures necessary to fulfill their judicial role. Hearing officers are subject to the following requirements:
  - a. All small claims hearing officers shall complete a specialized training program approved by COJET prior to or within twelve months of assuming hearing officer duties.
  - b. All civil traffic hearing officers must complete an initial program approved by COJET prior to assuming hearing officer duties. Civil traffic hearing officers must also complete a specialized training program approved by COJET prior to or within 12 months of assuming hearing officer duties. (Rule 6(a), Rules of Court Procedure for Civil Traffic and Civil Boating Violations).

- c. Paid hearing officers shall complete the annual educational requirements for judges, but are not required to attend the annual judicial conference; and
- d. Volunteer hearing officers are not subject to the annual education requirements for judges, unless required by the presiding judge of the superior court in the respective county.

**J. Standards for Administrators, Clerks and Court Personnel.**

1. Education requirements. All administrators, clerks and court personnel shall complete the general requirements.
2. Orientation. Orientation for administrators, clerks, probation and court personnel shall take place no later than 90 days after assuming duties and shall include an explanation of their specific job duties and familiarization with court structure and procedures, including an overview of:
  - a. The Arizona judiciary, including the structure and function of each court;
  - b. Current issues in the courts;
  - c. Expectations when dealing with the public in the courts;
  - d. An introduction to effective communication skills for court employees;
  - e. Computer/network security awareness;
  - f. Local court-related issues;
  - g. Court security; and
  - h. Judicial education.
3. Court administrators, managers and directors shall attend at least one program conducted out-of-state or in-state by an established, nationally recognized training organization every three years.
4. Training coordinators. Staff serving as training coordinators shall attend a training coordinator orientation conducted by Education Services within the first 90 days of appointment.

**K. Standards for Probation Personnel.**

1. Education requirements. All probation personnel shall complete the general education requirements specified in subsection (H).

2. Curriculum standards.

- a. Training and staff development programs are designed to meet the educational needs of probation officers at various stages of their careers by imparting knowledge, improving skills and techniques, increasing understanding of job responsibilities and explaining the effects that probation can have on the judicial system, clients and society. Subject areas are at the discretion of the individual agency and may include:
  - (1) Case classification, risk and needs assessment;
  - (2) Cultural awareness;
  - (3) Caseload management and case planning;
  - (4) Creative problem-solving and decision-making;
  - (5) Role awareness, judgment and leadership;
  - (6) Specialized caseloads (e.g. alcohol, drugs, mental illness, white collar crime, gangs, sexual abusers, special learning needs, domestic violence and absconders);
  - (7) Introduction to intensive probation; and
  - (8) Personnel practices and procedures.
- b. Court-related education and training programs are designed to impart knowledge and understanding of the Arizona judiciary and the legal process and shall address the areas of proficiency, competency and performance. Court-related education and training programs shall include:
  - (1) Orientation prior to assumption of caseload and casework responsibilities;
  - (2) Education for new probation officers on major probation subjects and practical skills needed by them and appropriate to the agency in which they work;
  - (3) Continuing education for probation staff emphasizing new developments in the probation field, procedural developments in the judicial system and training needed to enhance individual efficiency and abilities;
  - (4) Periodic educational offerings for management staff in organizational development and supervisory skills;
  - (5) Advanced and specialized programs for probation managers; and
  - (6) Non-facilitated learning opportunities for probation staff.

3. Training program requirements for probation and surveillance officers.

- a. Orientation. Prior to assumption of caseload and casework responsibilities, all adult and juvenile probation officers shall receive orientation within the first 90 days of employment, including the following subjects:
  - (1) Agency mission, goals and objectives;
  - (2) Agency policies and procedures;
  - (3) Utilization of agency resources;
  - (4) Role of the professional probation officer;
  - (5) Court philosophy, judicial system roles, responsibilities and inter-relationships;

- (6) Rules of criminal procedure, the criminal code, and sentencing alternatives (adult);
  - (7) Personnel procedures, performance appraisal, diversity, grievance procedures, the Code of Conduct for Judicial Employees, disciplinary actions;
  - (8) Privacy, security and confidentiality of records; and
  - (9) Philosophy of staff development, training requirements and specific job responsibilities.
- b. Probation Officer Certification Academy. All adult and juvenile probation officers shall successfully complete the Probation Officer Certification Academy within the first twelve months of employment in accordance with ACJA § 6-104. Specific training areas shall include:
  - (1) Evidence-based practices;
  - (2) Ethics;
  - (3) Courtroom testimony, responsibilities and behavior;
  - (4) Legal liabilities and issues in probation;
  - (5) Understanding and managing probationer behavior;
  - (6) Role of substance abuse in delinquent and criminal behavior;
  - (7) Utilizing community resources;
  - (8) Communication skills; and
  - (9) Interviewing techniques.
- c. Officer safety orientation. All adult and juvenile probation and surveillance officers shall successfully complete officer safety orientation within 30 days of hire in accordance with ACJA § 6-107.
- d. Defensive tactics and firearms. All probation and surveillance officers in safety sensitive positions shall:
  - (1) Successfully complete the Defensive Tactics Academy as soon as practical, but no later than 120 days from the date of employment, and annually thereafter a minimum of eight hours of defensive tactics refresher training in accordance with ACJA § 6-107; and
  - (2) If approved to attend, successfully complete the Firearms Academy and participate in mandatory training thereafter, re-qualifying annually in accordance with ACJA § 6-113.
  - (3) A chief probation officer or director of juvenile court services, having good cause, may request an extension of time for an officer to complete the Defensive Tactics Academy from the administrative director.
- 4. Training program requirements for intensive probation supervision (IPS) officers. All adult and juvenile probation and surveillance officers assigned to the IPS program shall successfully complete the Institute for Intensive Probation Supervision training within twelve months of assignment.

5. Standards for probation training staff. Adult and juvenile probation agencies in counties with a population of over 500,000 shall have a full-time training department supervised by a qualified employee at the supervisor or higher management level. The training staff shall dedicate all of their time to training and training-related activities. Every training officer shall complete train the trainer activities each year.
6. Standards for chief probation officers and directors of juvenile court. Every chief probation officer or director of juvenile court shall attend at least one program conducted out-of-state or in-state by an established, nationally recognized training organization every three years.

#### **L. Standards for Detention Personnel.**

Detention officers shall comply with the Arizona Juvenile Detention Standards for detention staff training.

#### **M. Funding and Financial Assistance.**

1. Funding sources.
  - a. State funds. The State of Arizona, through the supreme court, shall make funding available, whenever possible, for judges and court personnel to attend local, state and national judicial education programs.
  - b. Local funds. Judges and administrators responsible for preparing court budgets shall request funds from their funding authority necessary to support the educational requirements of judges and court personnel of their court. The supreme court will request state appropriations when necessary to fund compliance with educational standards and to enhance the quality of educational programs.
2. Financial assistance.
  - a. Programs within the state. Supreme court education funds available for direct financial assistance shall be used first to support mandatory in-state orientation programs for new judges and other education priorities established by the chief justice.
  - b. Programs outside the state. Supreme court education funds available for direct financial assistance may be available for attendance at National Judicial College or National Center for State Courts programs.
    - (1) Available funds shall be used in order of the following priorities:
      - (a) Newly elected or appointed judges seeking to attend a suitable comprehensive judicial education program.

- (b) Judges and court personnel complying with the education standards but who have been unable to attend a suitable comprehensive judicial education program within the first two years of taking office.
  - (c) Judges and court personnel complying with the education standards and who last attended a judicial education program three or more years prior to seeking financial assistance from the supreme court.
  - (d) Judges and court personnel complying with the education standards seeking to attend non-resident seminars and educational conferences applicable to their judicial responsibilities and jurisdictional level.
  - (e) Where an urgent or critical need exists, a judge may be considered for direct financial assistance more than once during the same year, assuming funds are available and taking into account the needs of other judges in the categories listed above.
- (2) When financial assistance is available, judges and court personnel shall complete a scholarship application.
- c. Tuition and conference fees. State funds may be available on a limited basis to pay tuition or registration fees for approved programs. These funds, when available, may be requested through Education Services. State funds shall not be used to pay for attendance at sporting events, excursions, plays, or social activities.

**N. Social Programs.** When appropriate, social programs may be initiated and developed by professional associations. Social events held in conjunction with education programs shall not interfere with education sessions. All programs held in conjunction with COJET or Education Services sponsored events shall be coordinated with Education Services.

*Adopted by Administrative Order 2006-120, effective January 1, 2007. Amended by Administrative Order 2008-06, effective January 23, 2008. Amended by Administrative Order 2011-38, effective March 30, 2011, with the exception of § 1-302(H)(4), which shall be effective January 1, 2012. Amended by Administrative Order 2012-60, effective July 31, 2012. Amended by Administrative Order 2014-75, effective January 1, 2015. Amended by Administrative Order 2014-135, effective January 1, 2015. Technical amendment by Administrative Order 2015-96, effective January 1, 2016. Amended by Administrative Order 2019-63, effective June 5, 2019. Amended by Administrative Order 2019-149, effective November 27, 2019.*

**State of Arizona**  
**Juvenile Detention Standards**  
**Section (1) (B) (3)**



<p style="text-align: center;">STATE OF ARIZONA JUVENILE DETENTION STANDARDS</p>	<p>Cross Reference: ACA: 3-JDF-1D-09 OSHA: RULE: PREA 28 C.F.R. 115 et. seg. STATUTE:</p>
<p>Section: I B 3</p> <p style="text-align: center;">Administration/Management PERSONNEL Detention Staff Training</p>	
<p>Objective: To ensure all detention centers have a highly qualified, committed, and trained professional officer who will implement programs and provide meaningful services for detained juvenile.</p>	<p style="text-align: center;">Adopted July 1, 2009</p> <p style="text-align: center;">Revised December 19, 2016</p>

B 3.1 The director of juvenile court services shall ensure that all detention personnel are provided orientation prior to assuming duties of a detention officer that include:

- a) Safety and Security Procedures
- b) Key Control
- c) Use of force
- d) Application of mechanical restraints
- e) Rights and responsibilities of juveniles
- f) Detention policies and procedures
- g) Fire and emergency procedure, and
- h) Orientation to the facility's policies on reporting sexual abuse, sexual assault, or sexual harassment allegation.

B 3.2 All newly hired detention officers shall attend the AOC or local county juvenile court detention academy within the first 12 months. The Detention Administrator shall ensure all new staff attending the AOC Detention Academy will complete each of the detention topic Computer Based Trainings prior to attending the Academy.

B 3.3 All direct care staff and supervisors shall be certified in Cardiopulmonary Resuscitation and First Aid through either a national or state accredited agency within six months of hire and maintain certification.

B 3.4 All detention officers shall receive a minimum of 80 hours of documented training consistent with COJET standards during their first year. The training shall include, but not be limited to:

- a) Security procedures\*;
- b) Safety procedures\*;

- c) Key control;
- d) Communication skills\*;
- e) Report writing\*;
- f) Use of force policies;
- g) Crisis intervention;
- h) Behavior management\*\*;
- i) Suicide prevention and intervention\*\*;
- j) Juvenile rules of conduct;
- k) Rights and responsibilities of juveniles;
- l) Fire and emergency procedures;
- m) Direct supervision\*;
- n) Detention policies and procedures;
- o) Air and blood borne pathogens;
- p) Code of Conduct\*;
- q) Policies and procedures on the proper use and application of mechanical restraints, and;
- r) PREA\*\*. The PREA training shall include the components listed in §115.331 of the Prison Rape Elimination Act.

\* Covered in AOC academy

\*\* AOC curriculum

**B 3.5** The director of juvenile court services shall ensure all detention officers are provided a minimum of 20 hours of annual detention related education and training designed to increase the participant's knowledge, skills and understanding of their responsibilities in the care and safety of juveniles detained in a county juvenile detention facility. As part of the mandated 20 hours annual detention training, the director shall ensure the following topics are included:

- a) Mental health (minimum 2 hours);
- b) Suicide prevention and intervention (minimum 2 hours);
- c) Crisis intervention (minimum 2 hours);
- d) Air and blood borne pathogens (minimum 1 hour);

- e) Staff and Juvenile Relationships (i.e. communication skills, effective supervision, etc.) (minimum 1 hour);
- f) PREA (minimum 1 hour);
- g) Fire and emergency procedures (minimum 1 hour), and;
- h) Policies and procedures on the proper use and application of mechanical restraints.

B 3.6 The director of juvenile court services shall ensure all detention officers and other designated personnel receive annual training in the following areas if these are within their job duties:

- a) Staff responsible for intake screening shall receive training to ensure accurate use of the Detention Screening Instrument for detention admissions;
- b) The collection of health related information during admissions;
- c) The administration and documentation of prescription and over-the-counter medication;
- d) The administration of psychotropic medication under the direction of the health authority
- e) The proper use of weapons (OC spray) authorized by the director, and;
- f) Overseeing food service operations and ensure quality and compliance with applicable federal, state and local codes.

B 3.7 If the department conducts its own sexual abuse investigations in a confinement setting, the director of juvenile court services shall ensure investigators complete sexual abuse investigations training. The training shall follow the requirements of § 115.334 of the PREA Standards.

B 3.8 The director of juvenile court services shall ensure all training and orientations provided to detention personnel is documented. The employee shall acknowledge understanding of the training received through signature or electronic verification.

**Arizona Code of Judicial Administration**

**§ 1-302**

**Education and Training**

**COJET Requirements by Job Category**

**At-a-Glance**

# COJET Requirements by Job Category

## At-a-Glance

COJET At-a-Glance		Appellate Judge	Superior Ct Judge	Superior Pro Tem			Regular LJ Judge	Limited Pro Tem			Paid HOs	Vol. HOs	Staff	POs	SOs	DOs/Youth Supervisor	CSO
				FT	PT	On-Call		FT	PT	On-Call							
Judges	Orientation by Judge																
	COJET NJO (GJ 12 mo – LJ 18 mo)				PJ	PJ			PJ	PJ							
	Hearing Officer Program (12 months)																
	COJET CBTs before assuming duties										CTHO	CTHO					
	Attend Judicial Conference																
	Dependency training (12 months)		Dep	Dep	Dep	Dep											
	Orientation (90 days)															48 hours	
	At least 16 COJET Credit Hours															20 hours	
	Ethics				PJ	PJ			PJ	PJ		PJ					
	Computer/Network Security																
Probation	Probation Academy (12 months)																
	Safety Orientation (30 days)																
	Institute for IPS (12 months)													IPS	IPS		
	Defensive Tactics Acad. (12 most)													Safety Sensitive	Safety Sensitive		
	8 Hour DT Refresher (Annual)																
	Probation Firearms Academy																
	FT Refresher & Qualifying (Annual)													Armed	Armed		
	Train-the Trainer (Annual)													Training officers	Training officers		
CSO	CSO Academy + CBTs (90 days)																
	CSO Firearms Acad (to be armed)																Armed
	DO Academy + CBTs (12 months)																
Det	80 hours in first year																
	CPR & First Aid cert. (6 months)																
	Training of national or regional scope (3 years)				PJ	PJ			PJ	PJ		PJ	Mgmt	CPO/Juv Director			
	Report Education Compliance				PJ	PJ			PJ	PJ		PJ					
	Report Orientation Compliance				PJ	PJ						PJ					

PJ	= If deemed necessary by the Presiding Judge of the Superior Court in the county
Dep	= judges assigned to dependency cases
CTHO	= Civil Traffic Hearing Officers
IPS	= Officers with an IPS caseload
Safety Sensitive	= Officers in safety sensitive positions
Armed	= Armed CSOs and probation officers
Training officers	= probation training officers
Mgmt	= Court administrators, managers and directors
CPO/Juv Director	= chief probation officers and directors of juvenile court



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